

## POSITION DESCRIPTION

<b>Position Title:</b>	Manager People, Culture and Safety	<b>Position Code:</b>	3-MPCS
<b>Division:</b>	Organisational Performance	<b>Grade:</b>	Total Remuneration Package
<b>Location:</b>	Dubbo or Wellington	<b>Hours/Week:</b>	35
<b>Reports to:</b>	Director Organisational Performance		
<b>No. Direct Reports:</b>	4	<b>No. Indirect Reports</b>	10

### Primary Purpose of Position

The Manager People, Culture and Safety is responsible for proactively managing the delivery of Human Resource services, providing advice and expertise on the following functions; Strategic Human Resource Management, Workforce Planning, Culture and Capability, Payroll, Recruitment, Performance Management, Learning and Development, Industrial Relations, Well-being, Workplace Health and Safety and Workers Compensation and Injury Management.

### Key Accountabilities / Duties

#### Responsibilities to Chief Executive Officer

Key Result Area	Primary Activities
Organisational Development	<ul style="list-style-type: none"> <li>• Provide high level strategic advice to the Chief Executive Officer and Executive Leadership Team regarding organisational culture, values and workforce planning.</li> <li>• Identify, develop and implement key organisational culture, well-being initiatives, engagement and change initiatives and strategies including: <ul style="list-style-type: none"> <li>○ Change Management</li> <li>○ Leadership Framework</li> <li>○ Organisational Structure</li> <li>○ Succession planning</li> <li>○ Performance planning</li> <li>○ Reward and recognition</li> <li>○ Staff surveys/engagement</li> </ul> </li> <li>• Lead the development and implementation of the Workforce Management Strategy.</li> <li>• Explore and develop innovative HR and leadership strategies to meet workforce demands.</li> <li>• Support the Chief Executive Officer where advice on culture and development is needed for changes to organisational structure.</li> </ul>
Industrial and Employee	<ul style="list-style-type: none"> <li>• Manage and provide advice to the CEO on complex/serious HR, IR and Code of</li> </ul>

Key Accountabilities / Duties	
Relations	<p>Conduct matters and investigations in accordance with Council's Award and legislative requirements.</p> <ul style="list-style-type: none"> <li>• Provide professional representation on any corporate wide industrial and employment related issues.</li> </ul>
Responsibilities to Director Organisational Performance	
Human Resource Services	<ul style="list-style-type: none"> <li>• Ensure the effective and efficient management of the following human resource functions: <ul style="list-style-type: none"> <li>- Recruitment</li> <li>- Learning and Development</li> <li>- Payroll</li> <li>- Remuneration and Performance Management</li> <li>- Well-being</li> <li>- Work Health and Safety</li> <li>- Workers Compensation and Injury Management</li> <li>- Industrial and Employee Relations</li> <li>- Equal Employment Opportunities</li> </ul> </li> <li>• Develop, implement and maintain HR function policies and practices that reflect contemporary, evidence-based approaches and meet legislative requirements.</li> </ul>
Recruitment	<ul style="list-style-type: none"> <li>• Manage the recruitment function so that Council recruits, retains and develops highly skilled and motivated staff to support Council's culture, values and strategic direction.</li> </ul>
Learning and Development	<ul style="list-style-type: none"> <li>• Develop and implement learning and development programs across the Councils that will build on employee capability and opportunity through career development and enhancement.</li> <li>• Ensure that all training and professional development is linked to organisational goals and coach individuals to improve performance and capability.</li> <li>• Develop and manage the Corporate Learning &amp; Development Budget and Training Plan.</li> </ul>
Payroll	<ul style="list-style-type: none"> <li>• Manage the delivery of efficient payroll services ensuring accurate and professional advice to the organisation on all payroll matters and compliance with all payroll legislation.</li> </ul>

Key Accountabilities / Duties	
Remuneration and Performance Management System	<ul style="list-style-type: none"> <li>• Develop, manage and maintain an effective Salary Administration System.</li> <li>• Develop and monitor an integrated Performance Management System.</li> <li>• Lead, monitor and review the performance management system ensuring that appropriate plans are in place for managing succession, retention, talent and career development.</li> </ul>
Work Health & Safety	<ul style="list-style-type: none"> <li>• Drive a culture of Safety first within Dubbo Regional Council.</li> <li>• Maintain an accurate and up to date understanding of State and Federal Government legislation addressing WHS.</li> <li>• Lead the development and implementation of an organisation wide Safety Management System including; <ul style="list-style-type: none"> <li>- Advisory, Coaching and Development Services</li> <li>- Incident Investigation</li> <li>- Risk Management</li> </ul> </li> </ul>
Workers Compensation and Injury Management	<ul style="list-style-type: none"> <li>• Manage the Workers Compensation function ensuring statutory obligations are met and injured and ill employees return to work in a timely and safe manner.</li> <li>• Develop, review and monitor Workers Compensation policies and procedures.</li> </ul>
Industrial and Employee Relations	<ul style="list-style-type: none"> <li>• Provide specialist advice, guidance and support regarding current industrial award provisions, legislative matters and employee relations issues.</li> <li>• Undertake the management of industrial disputes.</li> <li>• Develop and maintain effective and collaborative working relationships with local government unions and relevant industrial bodies.</li> </ul>
Equal Employment Opportunity	<ul style="list-style-type: none"> <li>• Foster a fair, equitable and harassment-free workplace.</li> <li>• Develop, maintain and implement an Equal Employment Opportunity Management Plan biennially.</li> </ul>
Leadership and Relationships	<ul style="list-style-type: none"> <li>• Represent Dubbo Regional Council ensuring that activities, projects and advice reflects a whole of council perspective, and considers the impact on the wider organisation .</li> <li>• Lead in a professional and ethical manner, promoting the vision, purpose and values of the organisation.</li> <li>• Provide the communication link from the Director Organisational Performance to the members of your People, Culture and Safety team.</li> <li>• Form positive, collaborative and customer-focused relationships with internal and external stakeholders.</li> </ul>

### Key Accountabilities / Duties

Team/People Management	<ul style="list-style-type: none"> <li>• Manage and coordinate the People, Culture and Safety team and their duties ensuring that individual accountabilities and performance are monitored and achieved.</li> <li>• In conjunction with Council policies, make recommendations to the Chief Executive Officer on appointments, promotions and terminations.</li> <li>• Ensure appropriate communication to all staff in the branch to ensure awareness of relevant key issues .</li> <li>• Foster a culture that values its people and encourages and supports Progressive, Sustainable, Integrity and One Team.</li> </ul>
Corporate Reporting, planning and Monitoring	<ul style="list-style-type: none"> <li>• Prepare, monitor and implement the branch input into strategic plans and documents that include;               <ul style="list-style-type: none"> <li>• Community Strategic Plan</li> <li>• Delivery Plan</li> <li>• Annual Operational Plan and Budget</li> <li>• Agreed briefs and other service agreements</li> </ul> </li> <li>• Provide input into corporate plans, reports, programs, and policies as required and monitor branch performance.</li> <li>• Implement organisational systems within the branch in accordance with Council's strategic plans and policies.</li> </ul>

### Inherent Requirements of the Position

- Class C Drivers Licence
- A large majority of this role is office based, using computers/electronics systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronics systems or other office based equipment
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary
- The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times. Personal calls are to be reimbursed regularly.
- This position is supplied with a mobile computing device for use on Council business.

### Selection Criteria

#### Essential

1. Bachelor degree in Human Resource Management or related discipline
2. Extensive Human Resource Management experience at a senior level in the public and/or private sectors
3. Demonstrated ability to work in an industrial and consultative environment
4. Highly developed leadership, communication and negotiation skills

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| 5. Demonstrated experience in successfully leading organisational change<br>6. Demonstrated working experience and understanding of workforce planning processes  |
| Desirable   |
| 7. Working knowledge of the Local Government (State) Award/s and other associated NSW and Commonwealth legislation and regulations<br>8. Sound knowledge and practical approach to client relationship management |

### Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> <li>• <b>Progressive</b> <ul style="list-style-type: none"> <li>○ Be Curious, Courageous and Committed</li> </ul> </li> <li>• <b>Sustainable</b> <ul style="list-style-type: none"> <li>○ Balanced Approach To Growth and Opportunity</li> </ul> </li> <li>• <b>One Team</b> <ul style="list-style-type: none"> <li>○ Working Together</li> </ul> </li> <li>• <b>Integrity</b> <ul style="list-style-type: none"> <li>○ Accountable For Our Actions</li> </ul> </li> </ul>
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council's adopted Code of Conduct.</li> </ul>

- Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

#### Acceptance:

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: